

## Exchange - Best practices for working with calendars

05.03.2026 12:32:44

FAQ-Artikel-Ausdruck

<b>Kategorie:</b>	Kommunikation & Kollaboration::E-Mail	<b>Bewertungen:</b>	0
<b>Status:</b>	öffentlich (Alle)	<b>Ergebnis:</b>	0.00 %
<b>Sprache:</b>	en	<b>Letzte Aktualisierung:</b>	09:58:28 - 28.01.2026

### Schlüsselwörter

Exchange Kalender

### Lösung (öffentlich)

The following tips for using the Exchange calendar and Outlook will help you avoid problems when scheduling appointments.

Always respond to appointment requests

Respond to every calendar invitation. Use the buttons provided (e.g., "Accept", "Decline", "Tentative", or "Propose new time"). This is the only way to ensure that all calendars are updated correctly - including those of the other participants!

Do not delete appointment requests manually

Do not delete invitations manually. Even if the appointment is already in the calendar, deleting the invitation will cause the appointment to disappear. Use the appropriate buttons to decline invitations.

Cancel appointments correctly

Only the organizer can cancel appointments. Use the button provided for this purpose. Participants must confirm the cancellation ("Remove occurrence from calendar"), otherwise the appointment will remain in the calendar with the status "Busy".

Always send changes to all participants

Want to add new participants? Send the updated invitation to everyone - not just the new people. This ensures that everyone has the latest information about the appointment.

End recurring appointments

End a series of appointments correctly. Change the end date of the series and send the change to everyone.

Tip: Do not create series that last longer than one year. Create a new series afterwards.

The organizer of an appointment cannot be transferred

It is not possible to change the organizer of an appointment. Cancel the existing appointment/series. The new organizer will create a new appointment. Do not make any changes to the appointment as a participant

You cannot add your own notes to an appointment to which you have been invited. These may be overwritten the next time the organizer makes a change to the appointment.

Do not move calendar invitations

Leave invitations in your inbox. Outlook needs them there for processing. After you accept or decline, the invitations are automatically removed - no manual deletion is necessary.

Recommended calendar programs

We recommend using Microsoft Outlook or [1]Outlook Web App (OWA). These programs work most reliably with Exchange. A list of programs supported by Exchange can be found in the [2]support matrix.

Programs from other manufacturers

Other calendar programs can also be used (e.g., Thunderbird with add-ons).

Important: Always use the buttons and menus provided for appointment actions, otherwise errors may occur.

Caution with add-ons: If you have set up a working configuration, you should disable automatic updates to avoid compatibility issues.

Calendar apps on mobile devices

Standard mobile calendar apps usually only support your main calendar ("Calendar"). Would you like to integrate additional calendars? Unfortunately, there is currently no direct support for this. However, you can use the [3]DavMail service provided by ZIH.

- [1] <https://msx.tu-dresden.de/>
- [2] <http://learn.microsoft.com/de-de/exchange/plan-and-deploy/supportability-matrix>
- [3] <https://faq.tickets.tu-dresden.de/v/ItemID=708>